

**State of California  
Department of Community Services and  
Development**

**Request for Application  
2007 RFA 06**

**To Oversee and Develop the Santa Clara County  
Community Information Profile and Needs  
Assessment for the Community Services Block  
Grant Program**



**July 11, 2007**

**Arnold Schwarzenegger  
Governor**

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## SCHEDULE OF ATTACHMENTS

ATTACHMENT A -	Application Cover Sheet, Stack Order Checklist, and Table of Contents
ATTACHMENT B -	Application Narrative
ATTACHMENT C -	Program Budget
ATTACHMENT D -	Subcontractor Information
ATTACHMENT E -	CSD Standard Contract

**Significant Time Lines**

The following is the proposed sequence of steps and time lines which will be used in the application process to select and award a contract. CSD reserves the right to adjust the time lines as necessary.

RFA Released ..... July 11, 2007

Final Date to Submit RFA ..... August 15, 2007 (5:00 p.m.)

RFA Review Period ..... August 16 - 24, 2007

Notice of Intent to Award Posted at [www.csd.ca.gov](http://www.csd.ca.gov) ..... August 24, 2007

Appeal Period ..... August 27, 2006 through September 14, 2007

Projected Contract Term ..... September 17, 2007 through November 15, 2007

## I. Summary

The Department of Community Services and Development (CSD) announces that competing applications will be accepted, and an eligible entity, as defined in Section III below, will be selected to oversee the development of a community information profile and needs assessment for the Santa Clara County Service Area in support of the federal Community Services Block Grant (CSBG) Program. **In short, CSD is seeking an experienced Community Action Agency (CAA) to champion the community action movement within Santa Clara County by engaging its local leaders and advocates, and to serve as Project Manager in the development of an accurate profile and assessment of the county's low income community.**

## II. Background/Purpose

Under federal and state laws governing the CSBG programs, a Community Action Agency (CAA) is designated as an eligible entity entitled to receive a portion of the CSBG funds allocated to the State. CSD administers the CSBG funds and provides funding to Community Action Agencies as CSBG "eligible entities" to serve low-income persons in all 58 California counties.

State law requires each CAA to assess poverty-related needs, available resources, and feasible goals and strategies to prioritize its services and activities to promote the goals of self-sufficiency among the low-income populations in each area.

Currently, Santa Clara County does not have a designated eligible entity to serve low income persons under the CSBG program. CSD is soliciting applications from existing CAAs in California to oversee the development of a community information profile and needs assessment for Santa Clara County. The results and reports generated by the successful applicant awarded the contract will be used in the Request for Application to designate a (new) CAA in Santa Clara County. CSD will contract with a CAA to serve as project manager, and who will in turn subcontract for specific deliverables defined under Section IV, Scope of Work/Deliverables and Application Narrative, items number 1, 2 and 3.

## III. Eligible Applicants.

Pursuant to the federal CSBG Act, the funds to be awarded under this RFA may only be allocated to an eligible entity, or CAA as defined by law. Therefore, eligible applicants must be a CSBG designated CAA with a tripartite board. All other applicants will be disregarded.

The CAA awarded this contract can not compete to be the new designated CAA in Santa Clara County unless no other private non-profit or public organization within Santa Clara County is interested in becoming the CSBG designated CAA.

#### IV. Scope of Work/Deliverables and Application Narrative

Each applicant will be required to submit a narrative describing how applicant will provide the scope of work/deliverables as defined below. All Applicants shall submit **ATTACHMENT B - Application Narrative** describing the specific and detailed methods, processes, and tools to be used in delivering the tasks listed below. The Application Narrative must not exceed ten (10), single-spaced, single sided, pages in total and be typewritten in not less than 12-point font. Applicants will be evaluated and scored based on clear, concise, specific, and appropriate responses for each of the following seven (7) required deliverables:

The successful applicant will be required to subcontract with a qualified and experienced consultant(s) to deliver the following:

1. Collate existing Santa Clara County community surveys or assessments published by non-profit and local government entities serving the low-income and summarize the literature.
2. Organize and facilitate a stakeholder working group and/or several community listening sessions comprised of leaders (i.e., Board members and CEOs) of nonprofit and local government entities serving the low-income, and representatives of the low-income Santa Clara County community to advise the consultants on the needs assessment; and
3. Develop a draft Community Information Profile and Needs Assessment based on that compilation, advice from the working/listening sessions, and conduct independent research as necessary.
  - a. The Community Information Profile must include the following:
    - (1) Identification and description of the problems and causes of poverty in Santa Clara County based on objective, verifiable data and information.
    - (2) A descriptive narrative of Santa Clara county in terms of factors such as poverty, unemployment, educational attainment, health, nutrition, housing conditions, homelessness, crime rates, incidents of delinquency, the degree of participation by community members in the affairs of their communities and/or similar factors deemed appropriate.
    - (3) A description of the Santa Clara County community resources and services, other than CSBG, which are available in the area to ameliorate the causes of poverty and any established linkages between those service providers.
  - b. The Needs Assessment shall analyze the demographic and economic conditions and other poverty-related factors identified in the Community

Information Profile. The Needs Assessment must include a narrative description of the following:

- (1) Assessment of existing programs/services available in Santa Clara county that ensure the minimum services listed in Government Code section 12745(f) are available to the low-income community. These services shall include, but not limited to, all of the following:
  - i) Service(s) to help the poor complete the various required application forms, and when necessary and possible, to help them gather verification of the contents of completed applications.
  - ii) Service(s) to explain program requirements and client responsibilities in programs serving the poor.
  - iii) Service(s) to provide transportation, when necessary and possible.
  - iv) Service(s) which does all things necessary to make the programs accessible to the poor, so that they may become self-sufficient.
- (2) Specific information about how much and how effective assistance is being provided to deal with the problems and causes of poverty.
- (3) Establishment of priorities among projects, activities, and areas for the best and most efficient use of CSBG resources.

The successful applicant will be required to deliver the following:

4. Provide a programmatic and historical background on CSBG and the Community Action Movement to the consultant and the working group/listening sessions;
5. Assist the consultant with obtaining broad and representative participation in the working group/listening sessions;
6. Submit a Work Plan and Time Frame to ensure the timely completion of the deliverables and the final report to CSD, no later than sixty (60) days from the execution of the contract; and,
7. Administer the contract and subcontract.

#### V. Service Area and Program Costs/Budget

CSD intends to award one (1) contract to one (1) successful applicant. The scope of services and deliverables will encompass the entire Santa Clara County area.

The program costs/budget should not exceed a total of \$100,000 with no more than 25 percent (25%) of the cost allocated to items 4, 5, 6, and 7 listed in Section IV. CSD may allow an additional ten percent (10%) for items 4, 5, 6, and 7, if the applicant can justify the cost.

All applicants must submit a program budget labeled as **ATTACHMENT C**. CSD will not prescribe the budget format, however, the program budget must include at a minimum the following components:

1. Specific line items to substantiate the total program cost, including the cost of the subcontractor.
2. The specific costs for each of the seven work/deliverables identified in Section IV of this RFA, including but not limited to personnel, materials, travel, communication/postage, and administrative costs. For purposes of this application, costs for "personnel" shall detail any and/or all of the following; as applicable:
  - a. Salary or wages plus corresponding fringe;
  - b. Hourly rates and number of hours;
  - c. If a flat rate (i.e. for subcontractor services), describe the estimated number of hours and other assumptions supporting the flat rate; and
  - d. Separate line items for each individual key staff involved in the work/deliverable.
3. The classification, hourly rate, and estimated number of hours for each position (i.e. researcher, facilitator, project manager, clerical).

#### VI. Contract Term

The term of the contract shall be 60 days from the date of contract approval.

**Please note that time is of the essence in the performance of the contract, and therefore shall be a material provision of the contract.**

#### VII. Subcontractor Information

Applicant shall subcontract with one or more qualified public policy consultant(s) trained as a researcher and/or facilitator to provide activities 1, 2, and 3 as outlined in section IV., Scope of Work/Deliverables and Application Narrative.

The applicant shall submit **ATTACHMENT D – Subcontractor Information**, for each researcher, facilitator, and key personnel. At a minimum the information shall include the following:

1. Name
2. Address
3. Phone/E-mail
4. Contact Person
5. Description of services to be provided
6. Proposed timeline to complete activities/tasks
7. Capabilities (knowledge, skills, and abilities)
8. Resume and experience in successfully developing and completing similar projects
9. References

## VIII. Application Requirements and Instructions

- All Applicants must submit **ATTACHMENT A** - which consists of the **Application Cover Sheet, Stack Order Checklist, and Table of Contents.**
  - ✓ The original application must be signed on the Application Cover Sheet by the presiding officer of its Board of Directors and the Executive Director or Chief Operating Officer.
  - ✓ The applicant must complete and submit the Stack Order Checklist.
  - ✓ The applicant must submit a numbered Table of Contents.
  - ✓ Submit one original and one copy of the entire application to:

Department of Community Services and Development  
 Application to Develop Santa Clara County Community Information  
 Profile and Needs Assessment  
 700 North Tenth Street, Room 215  
 Sacramento, California 95811-0336

- All applicants must submit **ATTACHMENT B - Application Narrative.** The Narrative must be no more than ten (10) properly formatted pages. This limit does not include full-page pictures, or required forms and attachments, which may be included. Application must be typed, using a minimum of 12-point font, single-spaced, single sided pages on standard 8½" by 11" paper, **and have consecutively numbered pages**, including pictures, forms and exhibits. All photocopied material must be legible. Applications must be bound by ***binder clips only***.
- All applicants must submit **ATTACHMENT C - Program Budget.**
- All applicants must submit **ATTACHMENT D – Subcontractor Information.**

## IX. Questions Regarding RFA

Any question regarding the contents or substance of this RFA shall be in writing, e-mail preferably, and directed to [rhernandez@csd.ca.gov](mailto:rhernandez@csd.ca.gov) or the address noted above in Section VIII.



## X. Evaluation Criteria and Selection Process

CSD will conduct a preliminary review to ensure that all applicants have met the “eligible applicant” requirements and have submitted required application documents. Applications submitted by an entity other than a CAA designated by the State will be disregarded and not evaluated.

Applications will be referred to reviewers, evaluated, and awarded a numerical score which consists of an average score of all reviewers, based solely on responses to program requirements and evaluation criteria. A maximum of **100 total points** available.

The following evaluation criteria and scoring system will be used to evaluate and score each application.

1. Knowledge and ability of the Researcher and Facilitator as follows:
  - a. Understanding of deliverables as demonstrated by the specific details contained in the Application Narrative (Attachment B) - **40 points maximum**
    - Does the Application Narrative provide specific description of the method(s) and tools to be used to collate existing Santa Clara County community surveys/assessments published by non-profit and local government entities serving the low income and summarize the literature? **(1 – 10 points)**
    - Does the Application Narrative provide an explanation and description of the methods and processes to be used to organize and facilitate stakeholders working group and/or several community listening sessions comprised of non-profit and local government entities serving the low income Santa Clara County community? **(1 – 10 points)**
  - b. Understanding of community profile and needs assessment as demonstrated by the details and specifics contained in the Application Narrative
    - Does the Application Narrative explain and describe the methods, processes, and tools to be used to develop a draft Community Information Profile and Needs Assessment based on the compilation and advice from the working/listening sessions, and to conduct independent research as necessary? **(1 – 10 points)**.
  - c. Experience and ability of the Research and Facilitator
    - Does Attachment D, Subcontractor Information, support the Researcher’s and Facilitator’s knowledge, experience, skills, and ability to provide the deliverables noted above. **(1 – 10 points)**
2. Knowledge and abilities of CAA as the Project Manager as follows:
  - a. Understanding of deliverables as demonstrated by the details and specifics contained in the Application Narrative – **30 points maximum**.
    - Does the Application Narrative provide an explanation and details of the CAA’s ability to provide a programmatic and historical background

on CSBG and the Community Action Movement to the consultant and the working group/listening sessions? **(1 – 10 points)**

- Does the Application Narrative provide an explanation, details, and methods to be used by the CAA's in assisting the consultant with obtaining broad and representative participation in the working group/listening sessions? **(1 – 10 points)**
- Does the Application Narrative provide an explanation and details of the CAA's ability to administer the contract and subcontract? **(1 – 10 points)**

3. Reasonableness and details of work plan and timeline – **20 points maximum.**

- Does Work Plan include tasks/activities, time frames, deliverables, and benchmark dates for results? **(1 – 10 points)**
- Is the Work Plan and time line clear, in logical sequence, and reasonable to complete no later than sixty (60) days from the execution of the contract? **(1 – 10 points)**

4. The Application with the lowest program budget shall be awarded **10 points maximum.**

The application offering the lowest total costs earns the maximum of 10 points. The remaining applications earn points through a cost conversion ratio shown below. The ratio shall be rounded to two decimal places.

Lowest Application Program Budget ÷ Another Application Program Budget x 10 = Cost Points Earned.

Example for illustration purposes:

Lowest cost earns 10 points.

\$75,000 (lowest cost application) ÷ \$95,000 (another application budget) = .79

.79 X 10 points = 8 points (after rounding up).

The applicant achieving the highest score will be invited by CSD to contract for the aforementioned funds. In the event that there is a tie among the highest scores, the award will be offered to the applicant who, at the discretion of the CSD Director and based on the entirety of the application, demonstrates the highest ability to champion the community action movement within Santa Clara County.

## XI. Disposition of Applications

Upon execution of award, all documents submitted in response to this RFA will become the property of the State of California and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.), subject to review by the public.

## XII. Appeal Process

Only an original applicant, whose application was evaluated, may appeal the notice of intent to award posted by CSD.

- A contract award may be delayed when an appeal is received by CSD. CSD will not award a contract until the appeal is withdrawn or CSD has rendered a decision.
- A Notice of Intent to Appeal must be in writing and received by CSD within five (5) working days after the Notice of Intent to Award is posted on CSD's website. The Notice of Intent to Award is expected to be posted and noticed on August 24, 2007. For this RFA, **the Notice of Intent to Appeal must be received by CSD on or before August 31, 2007 at 5:00 p.m.** Appeals must be mailed, faxed or hand delivered to:

Wendy Wohl, Deputy Director  
Department of Community Services and Development  
700 North Tenth Street, Room 215  
Sacramento, CA 95811-0336  
(916) 341-4231 (Telephone and Fax)

- After filing a Notice of Intent to Appeal, the appellant will have five calendar days from the date of its filing to file a detailed written statement of the appeal if the Notice of Intent to Appeal did not contain the complete grounds for appeal. Appeals shall be limited to the grounds that CSD failed to correctly apply the standards for reviewing the format requirements or evaluating the applications as specified in the RFA.
- CSD will send the appellant an acknowledgement letter within 48 hours of receiving the Notice of Intent to Appeal and notify the appellant of the receipt of the Notice of Intent to Appeal.
- The detailed written appeal can only be filed if a Notice of Intent to Appeal was previously received by CSD on or before August 31, 2007 at 5:00 p.m.
- Wendy Wohl, Deputy Director of CSD, or her designee, may hold an oral hearing and render a decision based on the content of the written appeal and

the hearing.

- Appellant will be notified in writing of the decision regarding their appeal within ten (10) working days of the hearing date, or the consideration of the written appeal, if no hearing is conducted.

### XIII. Contract Information

Applicant shall agree to comply with the terms and conditions of the attached CSD standard contract (Attachment E).

CSD reserves the right to modify, amend, cancel, or terminate this RFA and CSD standard contract at any time by issuance of an addendum or notice to all parties who have requested or been mailed an application.